ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Sections	REVISED DATE: 06/02/2010
APPLICABLE TO: Community Corrections Grant Act Programs	
TITLE: Procedural Bulletin #9	**SUBJECT:** Grant Applications for Community Corrections Funding

TEXT:

PURPOSE:
To establish the minimum policies for submitting applications to for Community Community Corrections Grant Act Funds

LEGAL REFERENCE:

IC 11-12

RELATED BULLETINS:

GRANT APPLICATION PROCEDURE

I. All grants are funded and awarded based on the State's fiscal year. The fiscal year commences on July 1 and terminates on June 30 of the following calendar year. The entire grant must be submitted the first year of the State's biennium and a budget section only must be submitted the second year of the biennium to the Department of Correction, Community Corrections Section. On or about September 1 of each biennium, the Department will publicize notifications that applications for State funds will be accepted. The notification shall be made by letter to the following:

    A. Current recipients
    B. Indiana Judicial Center
    C. Indiana Sheriff's Association
    D. Indiana Judges' Association
    E. State Association of County Commissioners
    F. State Chamber of Commerce
    G. Indiana Association of Counties
    H. General news release

II. Applications for Community Corrections Grants shall only be accepted through the IDOC online Grant Management System. Please direct your questions during grant preparation to the Community Corrections Section.

III. Priority in the review process will be given to participating counties currently applying for renewal. Approval and funding of grants for counties and jurisdictions making an initial application will be based upon the availability of funds, and the cost effectiveness of the proposal.

APPLICATION SUBMISSION REQUIREMENTS

I. **Grant Submission** – First year of a Biennium

    A. Grant applications are due December 31st in the fiscal year prior to the first biennium of the year funds are being requested.

    B. In order for the application to be processed, the following most recent documentation must be submitted when entering the application:

        1. County Ordinance establishing Community Corrections Agency
        2. Strategic Plan for Agency
        3. Forensic Diversion Plan (if not included in application, submit separately. Once on file with the State, only submit updates to the plan)
        4. Agency Job Descriptions
        5. Agency Staff Salary Listing by Funding Source
        6. Drug Testing Policy
        7. Conduct Adjustment Board Procedures of Graduated Sanctions Policy
        8. Advisory Board Roster
        9. Advisory Board Meeting Dates for Current Year
        10. Advisory Board By-Laws
        11. Service and Resource Information for Offenders
        12. Fee Schedule for Programs

C. Following an initial review of the grant application by the Community Corrections section staff, applications will be reviewed by a Grant Review Committee established by the Commissioner.

D. Grant applicants will be notified when the Review Committee will conduct the review process and may personally meet with the Committee upon request of either party.

E. The Director or person who prepared the grant application shall receive adequate notice of any meeting or hearing regarding their application. Notice shall be not less than 72 hours prior to the meeting, excluding weekends and holidays.

F. Following the grant review process and approval by IDOC staff of the final application, an award letter and contract will be sent to the applicant accompanying a copy of the application. This notification will include a date by which the signed contract is to be returned. Failure to comply with this target date may delay the receipt of funds for the fiscal year of the application.

1. The Community Corrections section shall prepare an Executive Document Summary for each contract/application which has been tentatively approved for funding, and signed by the necessary local government officials.

2. The Department's staff shall process the contracts in such a manner as to obtain the necessary approval of all state signatories by July 1.

3. The Community Corrections Section shall return a copy of the signed contract directly to the applicant, as soon as practical, following the required approval of all state level signatories.

G. Revised Submission

1. Those applications needing revisions shall be returned to the Department by February 15th.

2. The Department, by May 1, will send written confirmation that the application has been approved as submitted upon request of the applicant.

II. Grant Submission - Second Year of the Biennium

A. If a complete application was submitted and awarded in the first biennium, grantees must submit each component budget and total operating budget (Sections C and D) for the second year of the biennium as well as sending a cover letter noting advisory board approval of the second year budget. Submit only those documents to be on file with IDOC (section I B of Initial Submission – First Year of Biennium) that have been revised.

B. Following an initial review of an application, the Community Corrections Section staff shall, in a timely manner, respond, regarding needed modifications, date and time of a personal meeting (if needed) or if the application is acceptable as submitted.

C. Applications shall be submitted in accordance with instructions as provided and shall be forwarded to the Community Corrections Section of the Department of Correction on or before December 31st.

D. The Director or person who prepared the grant application shall receive adequate notice of any meeting or hearing regarding their application. Notice shall not be less than 72 hours prior to the meeting, excluding weekends and holidays.

III. **Awarding of Funds -** The approval of grant applications and the awarding of available funds shall be based on the following:
   A. The ability of the Advisory Board and the local CCGAP and its components to provide effective alternatives to imprisonment for felony offenders at the state level and demonstrate this through empirical data.
   B. The degree to which the jurisdiction's Community Corrections plan is a product of a formulation process guided by Advisory Board policy and action.
   C. The degree to which the plan supports the development and operation of a coordinated local corrections/criminal justice system and the plan's impact on existing local correctional programs.
   D. The amount of available grant funds in relationship to the total funds requested from all counties submitting applications.
   E. Funds currently apportioned to that community for correctional purposes (210 IAC 2-1-1-12(c)).
   F. The value of the program as it relates to a reduction of commitments to the Department (210 IAC 2-1-1(12)(B)).
   G. The formula for each county or jurisdiction approved for funding.
   H. All grant requests will be reviewed by a committee consisting of representatives from various State Agencies and the Department of Correction. Each county will be provided an opportunity to appear before the review committee to present their grant request. The criteria for determining the award will be based on the following:
       1. 60% = The program component(s) for which funding is requested and the   degree of implementation of evidence-based programming within each   component. (Work Release, Home Detention, etc.)
       2. 20% = Level of attainment in meeting previous grant objectives including numbers served, offender assessments, case plans, etc.
       3. 10% = Level of accuracy of grant submission requirements.
       4. 10% = Level of accuracy of fiscal budget.
      (In the future percentages will be adjusted to include timely submission of required reports.)

   I. Applications will now be scored on a one hundred (100) point system and categorized as   follows:
       Level I   = 85 - 100
       Level II = 70 - 84
       Level III = 69 and below

IV. **Grant Amendments**
   A. No amendment to, or substantial modification of, an approved Community Corrections plan may be placed in effect until the Department and county executive, or in a county having a consolidated city, the city-county council, have approved the amendment or modification (IC 11-12-2-4(d)).
   B. Program amendments that are part of the overall local Community Corrections plan will be considered by the Department at any time. A program amendment is a change in program component operations which has no fiscal impact to the

Department (i.e., implementation will not require any additional grant funds immediately or in the subsequent fiscal years of program operation).

C. Proposals for additional funds may be submitted for consideration at any time in the approved format and considered as IDOC priorities and funds allow. All new requests must include a description of what the funds are needed for, a budget, and indicate if the additional funds are needed on an ongoing basis or only one time.

INDIANA COMMUNITY CORRECTIONS GRANT MANAGEMENT SYSTEM
(ICCGMS)
Version 1.0

User Guide

Table of Contents

I.   Overview

The purpose of the Indiana Community Corrections Grant Management System (ICCGMS) is to increase efficiency and minimize waste by providing a secure means for Community Corrections Grant Act Counties to submit grant applications via the internet. Once entered, IDOC and members of the Grant Review Committee may view completed applications through this system rather than submitting numerous hard copies.

ICCGMS improves communication, data analysis, and document sharing between Indiana Department of Correction and local Community Corrections Counties.

Access to ICCGMS

Access the ICCGMS via the Indiana Department of Correction/Community Corrections website.at: **http://www.doc-apps.in.gov/CCgrants2/Login.aspx**

The ICCGMS is Web-based and accessible via an internet connection. A secure username/password combination protects entry into the ICCGMI website.

County Supervisor Level Access Overview

ICCGMS provides a County Supervisor level user with the following capabilities:
- Add and Edit Users and their level of access to the application.
- Create passwords for new users and reset passwords for existing users.
- Add new information or edit an existing grant application that is not finalized.
- View all information input into the grant application.
- Change assigned password.

County User Level Access Overview

ICCGMS provides a county **User** level with the following capabilities:
- Add new information to an existing grant.
- Edit ongoing changes to assigned sections of the grant application.
- View only information input by that User.
- Change assigned password.

Current User Login

The ICCGMS <u>Login</u> screen displays the Login window.
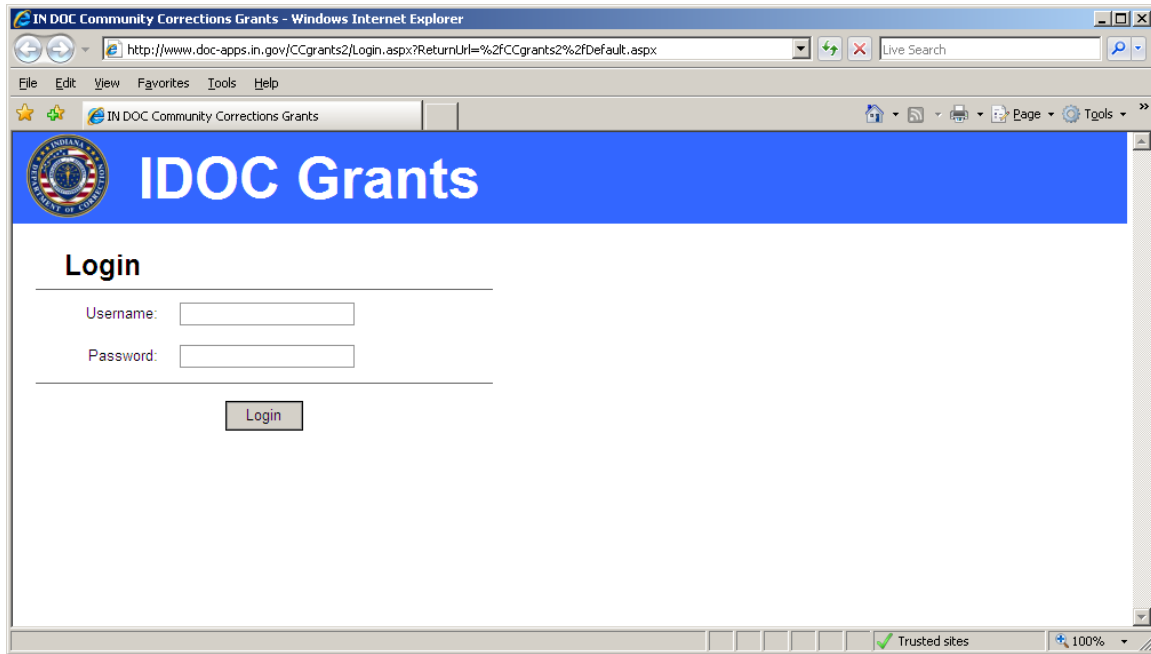
Access the ICCGMS by entering an assigned **Username** and **Password** into the Login fields and clicking the **Login** button.

The Tool Bar buttons provide basic navigation within the ICCGMS system: The registered user type determines which <u>Home</u> screen displays.

Toolbar:
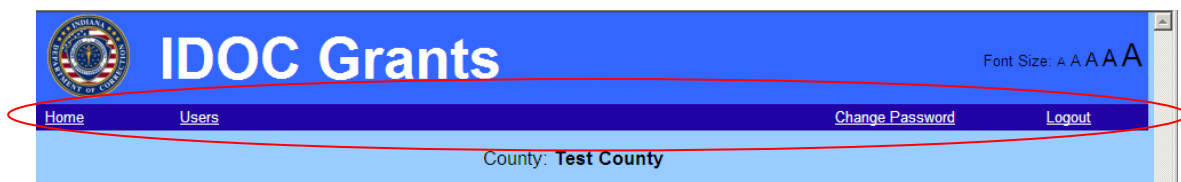
- **Home**— displays the <u>Home</u> screen from any other ICCGMS screen
- **Start a New Application** – Only viewable the before an application has been started. After that, it will not appear on the toolbar.
- **Users**- displays User of the ICCGMS system. **This option is only seen or accessed by the County Supervisor.**
- **Change Password**-Allows Users to change their passwords to ICCGMS system
- **Logout**—logs users out of the ICCGMS system and displays the <u>Login</u> screen.
-

Adding or Changing Users (County Supervisors Only)

1. Click **Users** on the Home Page Toolbar.

Existing Users will be shown at the top of the screen.

	Username	E-mail	Roles	Active	
Edit	Msmith	msmith@testcounty.in.gov	County Supervisor	True	Reset Password

Add User for this County...

Below is the screen that will appear when you click on the Add User button:

Add User

Username: [   ]

E-mail Address: [   ]

Password: [   ]

Password: [   ]

Is Active: ☐

Role: [User ▼]

Save   Cancel

New Users - To add users click on the "Add Users to This County"

Username – Usernames are case sensitive and do not require use of numbers or symbols. Once a user name is created it cannot be changed when editing the user's preferences.

E-mail – Enter the e-mail address of the User.

Roles – Defines the level of access a User has.
- **County Supervisor** is able to register those County designees and define access to the grant
- **County Users** will be able to view, print, and input data into the grant, but will not be able to define access to the grant.

Active – Identifies which users are active and which ones are no longer active.
- o Active – Active User and can access the website.
- o False – Inactive User with no access to the website.

Enter the information and supervision information into the registration form. A County Supervisor can define the initial password, but must follow the Password Requirements. All changes in access to the website are the responsibility of the County Supervisor. When all information is entered, click the **Save** button.

<u>Changing User Access</u>

<u>Edit</u> – Ability to change or update the following user information: E-mail address, Roles (User Level of Access), and whether the user is an active user or not. Once added to the user list, users cannot be removed, but access may be denied by un-checking the "Is Active" box.

<u>Reset Password</u> – If a User or Supervisor forgets their assigned password, the County Supervisor can click on **<u>Reset Password</u>** by that User's information and the system will automatically display the username and the new password at the bottom of the screen. The new password will contain a combination of upper and lower case letters in addition to several characters. The easiest way to ensure the correct password is distributed is to copy and paste the information.

Password Requirements

  The password requirements for access to the website are:
  - Must be at least 7 characters long
  - Must contain at least one non-alphanumeric character (such as !, @, #, &, *)
   For example, this password would be valid: p@ssword

When changing a password, click on the **Change Password**. Enter the old password where indicated and then the new password and confirm the new password again. Follow the requirements above for creating new passwords. Make sure to **Logout** when not working on the application to avoid writing over other users that maybe working on the same sections of the application.

Begin New Application Screen

For new grant applications there will be a link that says **Start New Application** in the dark blue toolbar above the county name.

If the application has already been started click on the dropdown menu next to **"Continue an existing grant application"** which allows a Community Corrections Designee to view the pages of the grant curently available for input. Below, is an example of the screen for a grant application has already been started.

Grant Home Screen

The **HOME** screen displays the following grant information:
- **County:**— county name
- **Grant Application**— grant application year dropdown box
- **Open**— access to current grant application
- **For Application**— budget application year dropdown box
- **Year**— ability to Open Budget and Download Budget

There is a **dropdown** arrow to select year of the existing grant. (i.e. 2009-2011). Highlight the year and select **Open.** Once information has been input into the grant sections, return the **Home** page and **Open a Budget** page in the same manner. The budget is for one fiscal year and the fiscal year options will show up in the **For Application** dropdown box for the current year. The **Budget** components will be explained in more detail under **Entering New Budget** section.

Application Sections Screen

The Application screen displays the grant information to be completed in two sections:
- **Non-Budget Section** – This includes all agency information and required documentation. (Sections A1-A5, and E1-E5)
- **Budget Sections** – This includes all program components that will have a budget linked to each section. (Sections B)

The **Sections** to the left of the page allows users to select a specific section by name. NOTE: **DO NOT** click on a section that is not applicable to your application. If your agency does not have Work Release, do not click on that section. The ICCGMS will automatically save any section that is opened and it will print out as part of the entire application even if no information is entered.

The **County Supervisor** is required to review a grant within a specified time period and to approve the content of the grant and finalize the grant prior to the cutoff date. Once finalized the grant application is closed and cannot be edited without contacting the IDOC. A Grant cannot be finalized until all required information is entered. Note * before questions. On the Communty Corrections task screen above you can see a red circle with an **X** ; when completed it should reflect a green circle with a √.

The color code is:
- **Green**— completed or not required
- **Red**— required information not completed

Component descriptions do not have required questions for those counties that may not have that component in their agency. However, a component section and corresponding budget will need to be completed for all components that will be in operation during the project period of the application.

Other information displayed:
- **County** – county name
- **Grant for** - year of grant
- **Closeout Date**- final submission date of grant application and budget
- **Print this application** – print copy of application. This can be done at any point and all questions that have been answered will show up as well as any components that were opened and not completed. Once a Section has been opened, it is saved and becomes part of the application.   If a section was not opened, it will not print. A print preview will appear on the screen. A copy of the application can be printed at any time before or after it is finalized. *Remember NOT to open any section you do not want to print as part of the application.*
- **Finalize this application** – click this when all parts of the application are completed and the application is ready to be submitted.
- **Import Answers** – once an application is finalized the information can be imported for future grants through this feature.
- **Font Size** – allows for enlargement of print for readability.
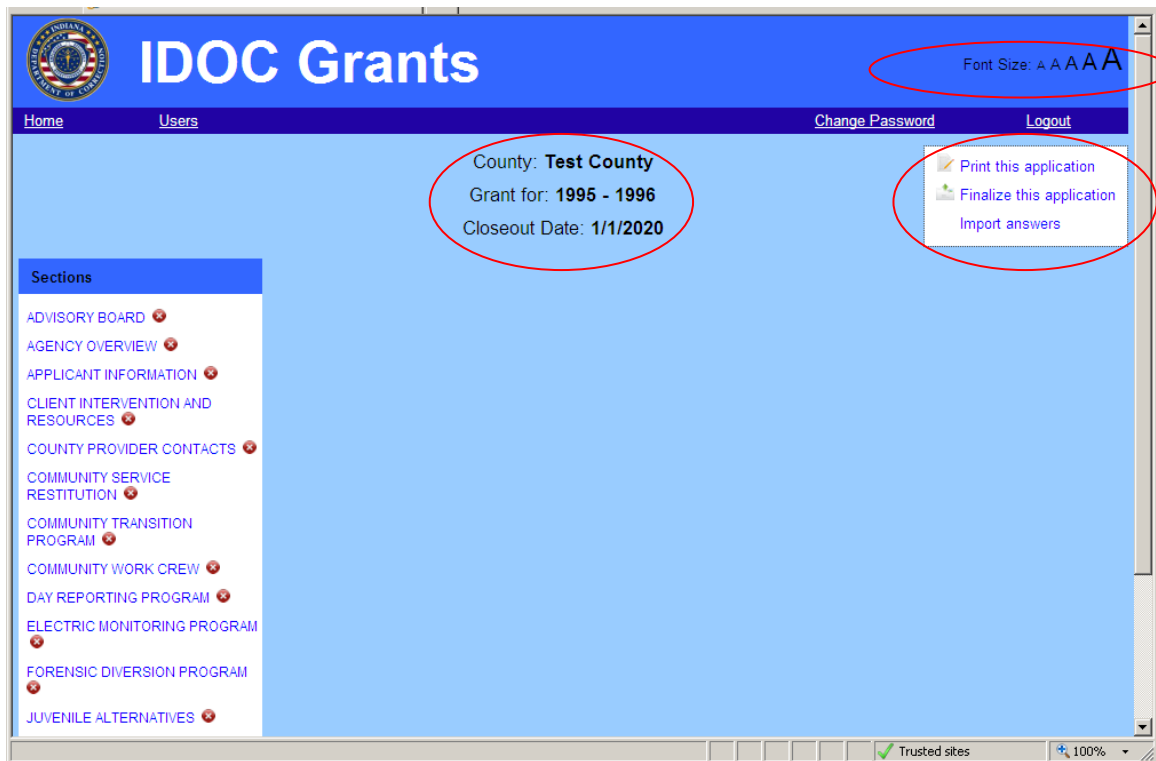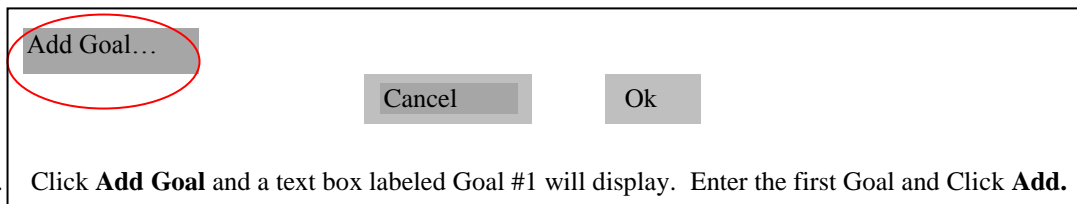
Screen Shots Defined

- **Instructions**- instructions to each question is indicated by a callout button [* ?] to the left of each question clarifies and explains what is needed for a particular question. Click or move the curser over this button to view the instructions.
- **Dropdown Arrows**— lists categories or types already in the system
- **Calendar** – allows for selection of dates and years of a calendar
- **Cancel**— cancels page
- **Save**- saves information added
- **Save & Next** – saves and moves users to the next page.
- **Add Entry -** for multiples entries in the same section (i.e. Advisory Board Roster). **Add Entry** and a new page will display to select another record. Remember to **Save** once all records in a particular section have been entered.

| Multiple entries: #1/1 | Add Entry | <- Previous Entry | Next Entry -> |
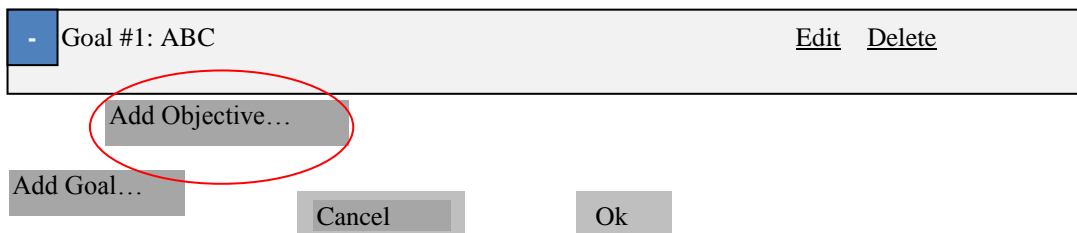
- **Project Goals and Objectives –** The **Goals** and **Objectives** screen displays an **Edit** link to allow entering of multiple goals and objectives for each component. The following screen shot is what is shown by clicking on **Edit**.

Add Goal…

Cancel   Ok

1. Click **Add Goal** and a text box labeled Goal #1 will display. Enter the first Goal and Click **Add.**

+ Goal #1: ABC   Edit   Delete

Add Goal…

2. Click on the plus symbol + next to Goal #1 and the button to add the Objectives to that Goal will appear. Click the button and enter the first objective. Continue to add Goals and Objectives until completed.

- Goal #1: ABC   Edit   Delete

Add Objective…

Add Goal…
            Cancel   Ok

3. To edit a Goal or Objective, click on **Edit** at the end of each Goal and Objective and the text box will appear and can be updated.
4. To delete a Goal or Objective, click on **Delete** at the end of each Goal or Objective.

Remember all questions throughout the Section B of the application and one subsection in Section A are **Not Required**, so all sections that need completed must be entered before clicking **Save and Finalize** since the application cannot be edited once finalized. **Save** the application often to avoid losing your data entered and timeouts.

Entering New Budget

1. To begin a budget for a new application, click on the application biennium period for the grant. Then click which fiscal year budget to be entered from the dropdown menu on the home page of the application. Then click on **Open Budget.**

The Budget screen displays a dropdown menu of all possible components in Section B. Select the **Component Name** to create a new budget section for each component identified in Section B of the application. Each Section of the Budget has a tab to be completed for the Major Categories and Summary as well as any additional sections of the budget.

2. Click the **Budget tabs**

- **Personnel** is the first tab in the area shown above.
  - Add the appropriate financials as if doing the previous budgets.
  - Click **Add Personnel** button at the bottom of the page to continue adding more lines to enter.
- **200, 300, and 400 Series**
  - Add the appropriate financials as if doing the previous budgets.
  - Click the **Calculate Totals** to add rows and columns for each budget section. This will add the column totals.
  - Misc List items in these sections will have to be totaled and entered on the identified lines (i.e. 299, 399, 499).

- **Per Diem / Sustainability**
  - Enter the Daily Capacity for each component. The "Total Budget" and "Day per Year" fields will automatically transfer and drop in the appropriate fields.
  - In the space provided, explain how this program will be sustained in the event that future funding may no longer be available.

- **Other Funding Sources**
  - **Name of Funding Source**-Enter each funding source for amounts list in the "Other Funding Sources" column of the budget. Identify which line items those funds are applied. Additional lines can be added if needed by clicking on the **Add Funding Source** button.
  - **Sources of In-Kind Contributions** – Enter the source of all In-kind contributions and the estimated or fair market value of those costs to show the amount needed to operate if these contributions were not in place. Additional lines can be added if needed by clicking on the **Add In-Kind Contribution** button.

- **Summary-**Once the budget information has been saved, it will summarize by major category automatically.

3. Click the **Save** button- If the Budget is not saved before clicking on Section D, the amounts entered will not transfer to the Section D page.
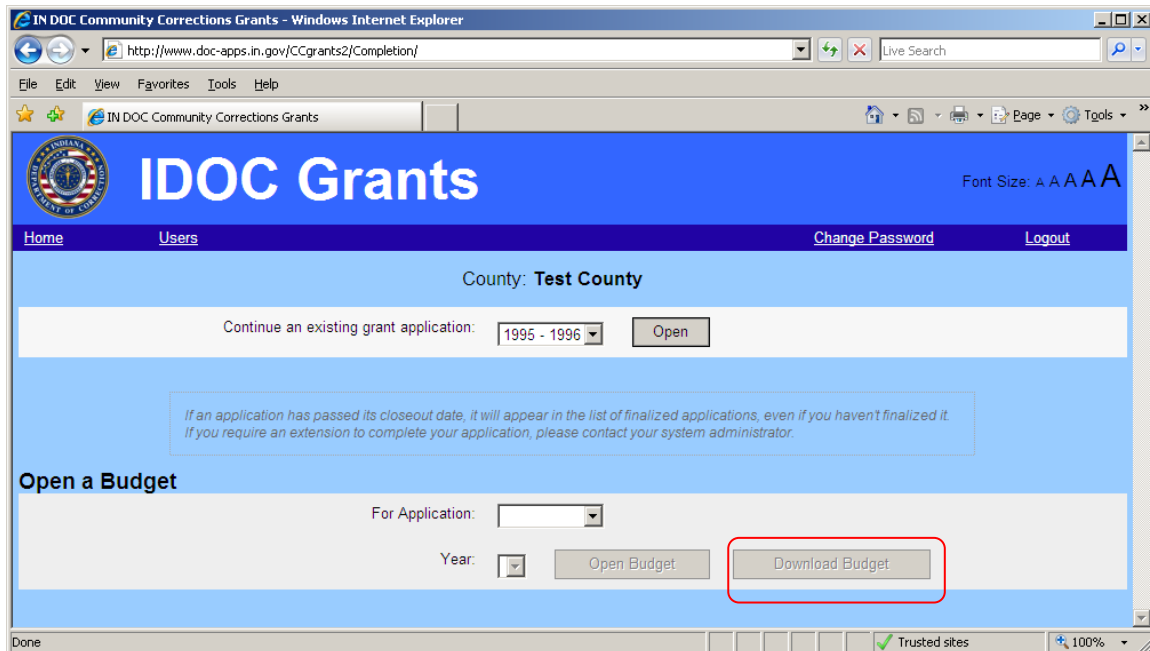

4. **Section D –** Click on Section D button to view all components by funding source.

Saving and Printing Budget Sections

When ready to print a budget section, return to the home page and click on **Download Budget.**

If using **Explorer 6**, users will need to rename each budget to the component name and add **.csv** to the end of the file name. If using **Explorer 7** or higher, the name of the component will automatically appear when being saved.

The budget will open in an excel spreadsheet with all the fields that are currently in a budget section. However, it will not be formated to look exactly like the budget sections in the website with the shading and cell height and widths. Once a budget for a component has been saved, it can be opened and formated to be more easily read.

Finalize and Save the Application

When the application is complete, click **Save and Finalize** in the upper right-hand corner of the **Application Sections Screen**. Make sure all questions and information have been added before finalizing the application. Once finalized, the application can be viewed, but can no longer be edited.

Email Notifications

Directors will receive email notification, regarding accessing ICCGMS and Username and Password information. Grant Management System instructions and, notification of upcoming submission deadlines and any budget updates that are required will also be sent via e-mail notification.